

expense report

FOR RECORDING I.R.S. DATA

Name: Terr. or Dept. Date of Report: / /

Purpose of Trip: Date of Trip: From / / To / /

ITEM	EXPENSE	SUN. / /	MON. / /	TUES. / /	WED. / /	THUR. / /	FRI. / /	SAT. / /	ITEM TOTALS
* 1	TRANSPORTATION ($25. Or Over Att. Receipt)								
* 2	TAXI - LIMOUSINE - CARFARE								
3	HOTEL (Attach Receipt)								
4	MEALS (Personal Use Only No. 11 For Other)								
5	TELEPHONE - TELEGRAM								
6	LAUNDRY - VALET SERVICE								
* 7	OTHER AUTO Parking - Tolls Service - Repairs								
8	TIPS - CHECKING - OTHER								
9	POSTAGE								
*10	MISCELLANEOUS & GIFTS								
*11	ENTERTAINMENT								
	DAILY TOTALS →								

NON-REIMBURSED EXPENDITURES (PERSONAL RECORD)				ACCOUNTING	Amt. Advance
SUN.				REMARKS:	
MON					$
TUES.					Exp. Above
WED.					
THU.					$
FRI.				CHECKED BY:	Difference
SAT.				APPROVED BY:	
Total				DATE:	$

* EXPLAIN BELOW IN DETAIL

ITEM		SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.
1	FROM							
	TO							
	TO							
	TO							
	AUTO MILEAGE							
2	FROM							
	TO							
	FROM							
	TO							
	FROM							
	TO							

ITEM	DATE	AUTO—Parking, Tolls, Service, Repairs	AMOUNT	ITEM	DATE	ENTERTAINMENT—Show Customer Name & Title, Amt., Place & Business purpose.—$25. or over Att. Recpt.	AMOUNT
7				11			
10		MISC.-Show Name, Cost, Purpose-$25. Or Over Att. Recpt.					

Signed: Approved by: DATE / /

PART 1 WITH RECEIPTS ATTACHED TO APPROPRIATE OFFICE. PART 2 RETAINED AS YOUR RECORD OF EXPENSE.

PTT CORPORATE EXPENSE REPORT

Date of Origin: 1980s
Archived: 5-21-12
Submission by Tristan R.
Version 1.0

